

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STUDENT INTERN

POSITION CODE: 43190
Effective: 5-1-01

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period not to exceed four years and while actively enrolled in college, on a part time basis performs support work which augments the student's major area of study.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in orientation and training which provide a general knowledge of programs, service philosophies and objectives of state government and the specific agency to which assigned.
2. Participates in on-the-job training which provides the incumbent with a practical knowledge of work methods, procedures and related operations, with emphasis on those directly related to the major area of college study.
3. Completes controlled work assignments involving practical application of a professional discipline, including research, analysis and report preparation.
4. Assists professional staff in conducting interviews/investigations and determining level of eligibility, compliance and/or level of function.
5. Attend and participate in staff meetings, conferences and training seminars which provide for an increasing awareness of current practices and goal setting techniques.
6. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college.

Requires no previous work experience.

Knowledge, Skills and Abilities

Requires ability to follow written and oral instructions.

Requires ability to establish and maintain working relationship with agency staff and the general public.